

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

OFFICE ASSISTANT (T)

Permanent, Full –Time

Range A \$2143-2606.00 Monthly

Range B \$2324-2826 Monthly

Final File: Until Filled

MUST POSSESS TYPNG CERTIFICATE INDICATING 40 WPM

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED ACCORDINGLY TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.spb.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

See Page 2

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Page 2

Duties and Responsibilities:

Duties will include providing temporary assistance and coverage to Unit clerks in their absence. Maintenance of Patient Charts/Records-physician order entry. Assure patient records are in good order; all forms have correct patient identification, review for signatures/initials, progress notes. Prepare monthly documents for submission to nursing for documentation and processes return documents. Monitors and maintains stock and supply of all forms. Front desk receptionist relief, provide temporary assistance during absence. Answering incoming call, distributes mail to residents and staff. Provide temporary assistance to scheduler, schedule resident medical appointments, and coordinate transportation to and from medical appointments. Provide assistance to Chief of Medical Administrative Services, initiation and typing of correspondence, timekeeping functions, filing, data entry and basic clerical functions.

Desirable Qualifications:

- Dependable, reliable, ability to work independently and be well organized.
- Possess good communication skills, orally and written, and familiar with personal computer.
- Ability to be flexible and promote teamwork
- Ability to read and write English at a level required for successful job performance.
- Good organizational skills, work ethic and interpersonal skills

How To Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 100 E. Veterans Parkway, Barstow, CA 92311, Attn: B. Yarbrough.** All State applications must be postmarked no later than the final filing date.

Note: In Line #12 on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement, "Training and Development Assignment". Failure to do so could result in being rejected from the interview process. Also, you must reference position #574-322-1379-002.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **B. Yarbrough, Human Resources Office, at (760) 252-6282.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 574-322-1379-002 RELEASED: 12.28.10